

National Surface Water Conference and Hydroacoustics Workshop March 28 – April 1, 2011 Tampa, Florida

Guidelines for Poster Presentations

Congratulations on acceptance of your poster presentation at the 2011 National Surface Water Conference and Hydroacoustics Workshop. Guidelines for poster presentations are provided below, but please check the Conference [website](#) for additional details.

1. Poster preparation

Each presenter will be provided with a 4-foot-high by 4-foot-wide display space to which their poster should be attached (push pins and Velcro will be provided). The poster must cover the same material as the abstract.

- Place the title of your poster prominently at the top of the poster to allow viewers to identify your paper easily.
- Highlight the authors' names, e-mail addresses, and other contact information in case the viewer is interested in contacting them for more information.
- Prepare all diagrams, charts, and text in a size sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24-point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height).
- Organize the paper on the poster board so that it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc. You may wish to label different elements as I, II, III; or 1, 2, 3; or A, B, C to make it easier for a viewer to easily follow your display.
- Don't clutter your poster with too much text. Figures and/or tables can often convey the same information more concisely.
- As in any presentation, include some background on your study followed by results and conclusions.

2. Special equipment (tables, audio-visual, etc.)

Tables, electricity and audio-visual equipment will not be provided for poster sessions, except by special request. Some of these items will also require an extra charge. If you would like to set up a display using any of these items, please contact us for more information by February 28, 2011. (Contact information is provided below.)

3. Poster setup and Presentation

Hydroacoustics and Surface Water posters will be combined into a single poster session on Tuesday, March 29 from 6-8 pm. The session will be held in the Grand Ballroom. Poster board locations will be assigned – look for the board marked with your poster number. Poster board numbers and a list of poster titles will be included in the meeting program.

To maximize visibility of your poster, please set up your poster by 8:00 am on Tuesday, March 29, as conference attendees will be encouraged to browse the posters prior to the reception. The Foyer will be accessible between 5-8 pm on Monday and after 7:30 am on Tuesday. Posters must remain up until the end of the reception; please do not remove posters before 8 pm on Tuesday. However, posters must be removed by noon on Wednesday. Any materials remaining after noon on Wednesday will be discarded.

Authors should be available to present their work and discuss their posters during the reception. Please plan to spend at least half of the reception at or near your poster and explore the other posters in the remaining time.

4. Questions

We are here to assist you!

- HYDROACOUSTICS
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- SURFACE WATER
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5. Shipping your poster

If you would like to ship your poster to the hotel, please use the following format:
Tampa Marriott Waterside Hotel and Marina
Hold for Guest “Put name here” (USGS Meeting)
700 South Florida Avenue
Tampa, Florida 33602
813-221-4900

Shipping costs are to be borne by the presenter.